



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2007-081

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, LES-6; FP-8
(This position is budgeted for the Local Compensation Plan)

OPENING DATE: July 17, 2007

CLOSING DATE: July 31, 2007

WORK HOURS: Full-time

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Manila is seeking an individual for the position of Administrative Clerk in the Information Management Office/Telephone Unit (IM/TEL), Chancery Annex Building.

BASIC FUNCTION OF POSITION

Provides telephone billing and administrative support to the Information Management Office (IMO). Prepares official telephone bills for sending to customers. Coordinates with IM/TEL and FMC to assign responsibility within the Mission for official telephone/cell phone bills. Assists U.S. direct hire personnel with residential telephone billing issues and problems. Notifies the IM/TEL section head of any irregular billing. Tracks vacancy periods for Mission residences so that residential phone bills are properly assigned. Serves as office manager for the Information Management Office. Drafts and Maintains the July 4th guest list and gratuities list. Acts as section timekeeper. Prepares holiday closure telegrams. Serves as central point of contact for procurement matters for all unclassified orders made by the IM section. Coordinates with the GSO/C&P on procurements by using the Eservices. Assists with other duties assigned by the incumbent's immediate supervisor.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must be a high school graduate.
2. Must have at least two years work experience in bookkeeping, secretarial and automated data processing.
3. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.
4. Must have a good knowledge with bookkeeping and secretarial terminology.
5. Must possess excellent interpersonal skills and the ability to interface with individuals at any hierarchical level or temperament effectively and persuasively.
6. Must have the ability to effectively accomplish tasks requiring a high degree of accuracy and attention-to-detail.
7. Must have the ability to work quickly and accurately under continuing pressure and extended hours. Must have the ability to set priorities and make mature, considered judgments.
8. Must be familiar with Microsoft Office and be able to type 40 words per minute.

SELECTION PROCESS

For sensitive State Department positions requiring a security clearance, U.S. Citizen Eligible Family Members (AEFMs) will be given first consideration, in accordance with USG policy. Otherwise, when equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful

candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF- 612) <http://manilasntsg/homepage/hrd/wwwfper1.pdf>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
1201 Roxas Boulevard, Manila 1000

E-mail: mn1per@state.gov (please send as an MS Word attachment)

Fax: 522-4361 attention to HR Office.

Drop-Off: Walk-in applicants are not entertained. Please leave your resume with the guards detailed at the Main Gate, attention: HR Office. Specify in your application the position for which you are applying.

For further information regarding the above position, please call 528-6300 x5169 or visit our website at <http://philippines.usembassy.gov>.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

-- US citizen;

-- Spouse or dependent who is at least age 18;

-- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

-- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

-- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the

sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 31, 2007

The US Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved:HR:ASWaters
Cleared:IMS/IPS - Mr. Samuel O. Pratt
Drafted:HR:JSA/wel